

Accessing Engineering byDesign™ Curriculum in Your Consortium State

HOW A TEACHER IN YOUR STATE REQUESTS ACCESS

Create or update ITEEA web site user account:

1. Go to <http://www.iteea.org>
2. New ITEEA account users: Click the green **JOIN** button to create an account. - **Please do not create a new account if you already have one.** (Note: This account allows you to use the ITEEA site and is necessary to access the curriculum. It is not a membership in ITEEA).
 - a. Include your email address.
 - b. Include your mailing address WITH the 2-letter state abbreviation, i.e., NY, PA, VA, etc.
 - c. Once registered, a validation email is sent by ITEEA. Click on the link in the email ASAP. It will not work after 48 hours. (Check your junk or spam folder if you do not receive the email.)
3. Current ITEEA account users, please update your profile. Log into the site as described above. If you don't remember your password use the Forgot Password? link.
 - a. Click the Manage Profile button
 - b. My Profile
 - c. Edit Profile
 - d. Contact Info (tab)
 - e. Update your **Primary Address** and any other outdated information, and save changes.

Request access to EbD curriculum:

1. Once your ITEEA account is updated or validated, login (you may have to refresh your browser) and click on **STEM by EbD State**.
2. Select your state on the map of the United States.
3. Click the **Request Access** button near the right-hand side of the page.
4. An automated email will be sent to your State's Consortium Representative. Your eligibility to access EbD will be checked before you are provided access. (See below for more information about eligibility.)
5. You will receive an email notification when your access has been granted.

Access EbD curriculum:

1. When you have received email notification that access has been granted, login (you may have to refresh your browser) and click on STEM by STATE and click your state. Now you should see the **EbD Consortium Resources** tab.
2. Select **ALL** from **Records Per Page** drop down menu. You will see all of the EbD resources available in Pennsylvania.
3. Select the curriculum of choice and click on **Download**.
4. Download and save the Zip file locally to your desktop, then unzip the file.
 - a. PC users: Right click on the Zip file, and select extract all.
 - b. Mac users: Unzip the file by double-clicking on it.
5. Once unzipped, open the folder and select **Start Here**. This will open the files in the folder using an Internet browser.

HOW A STATE CONSORTIUM REP GRANTS ACCESS TO USERS

Each Consortium state should have a designated representative that has “Grant Access” rights for their state in his/her security group in their online user account. Send all changes/requests to cjames@iteea.org.

Consortium Reps Must Have an ITEEA web site user account:

1. Go to <http://www.iteea.org>
2. New ITEEA account users: Click the green **JOIN** button to create an account. - **Please do not create a new account if you already have one.** (Note: This account allows you to use the ITEEA site and is necessary to access the curriculum. It is not a membership in ITEEA).
 - a. Include your email address.
 - b. Include your mailing address WITH the 2-letter state abbreviation, i.e., NY, PA, VA, etc.
 - c. Once registered, a validation email is sent by ITEEA. Click on the link in the email ASAP. It will not work after 48 hours. (Check your junk or spam folder if you do not receive the email.)
3. Current ITEEA account users, please update your profile. Log into the site as described above. If you don't remember your password use the Forgot Password? link.
 - a. Click the Manage Profile button
 - b. My Profile
 - c. Edit Profile
 - d. Contact Info (tab)
 - e. Update your **Primary Address** and any other outdated information, and save changes.

Grant Access to a User's Request:

1. When a user requests access, an email is sent to the Consortium Rep. See example email below.

A user has logged on to the ITEEA website and is requesting access to the STEM CTL resources from your state.

John Smith (jsmith@anyschoolusa.edu), (Organization/ School: from State: **NY**) is awaiting your response.

The user message request:

For access, login to the [ITEEA website](#) , visit your consortium resources page and locate the user. To enable access to the documents, click on box next to their name. To remove access, unclick this box.

-
2. Upon receiving this email, the Consortium Rep logs into the ITEEA website.
 - a. Go to STEM by State and click on state.
 - b. Click on the Manage Access tab.
 - c. Find the name of the person requesting access and click the checkbox next to the name. That person will receive an automated email informing them that access has been granted.